

AUSTRALIAN COLLEGE OF BUSINESS & TECHNOLOGY

MAN1100A MANAGEMENT UNIT OUTLINE

DESCRIPTION

Management provides students with an introductory framework of fundamental management concepts and principles, and discusses how research-based ideas can be used to enhance management performance.

The course covers the evolution of management theory and examines several classical approaches to the study of management. Each week a core management topic is addressed and major themes are developed across the whole course. A detailed analysis of management functions is conducted in order to familiarise the student with current management practice.

The unit also examines a number of contemporary issues, which are questioning traditional managerial prerogatives. Organisational leaders are being presented with vast new challenges as the work environment is opened up to scrutiny by a variety of stakeholders.

LEARNING OUTCOMES

On successful completion of this unit, students should be able to:

- Develop a clear appreciation of the expectations of themselves, in becoming an independent learner within the tertiary education system
- Identify and develop an acceptable level of performance within the framework of the unit requirements
- Explore standard management concepts and principles, and critically analyse these and other current issues confronting Australian managers
- Demonstrate understanding of the content of the text by being able to address the learning objectives at the commencement of each chapter covered in the course
- Appreciate the conventions of referencing at university, including why it is used, how to appropriately reference and where to find resources to help;

- Research and write a business essay, demonstrating an understanding of management theory and how it is applied to the practice of management.

UNIT CONTENT

- Introduction: The Changing World of Management
- Historical Perspectives of Management
- The Environment and Corporate Culture
- Ethics and Social Responsibility
- Organisational Planning
- Managerial Decision-making
- Fundamentals of Organising
- Human Resource Management
- Leadership
- Motivation
- Communication in Organisations
- Teamwork in Organisations
- Managerial & Quality control

TEACHING AND LEARNING PROCESSES

Students attend a two-hour lecture and a two-hour tutorial each week. Lectures are used to introduce main concepts and to guide students through important points. Tutorials are used to assist students in the further development and application of concepts presented in lectures - through various means and aids including class discussions. The essay assignment provides students with the opportunity to develop selected theses of the unit through individual research and critique.

ASSESSMENT

In line with the ECC *Moderation Policy*, the ECC Unit Coordinator may scale student marks up or down. Marks awarded are therefore provisional, and the student's final grade will be subject to approval by the Board of Examiners. See: *Moderation Policy* and the *Assessment Policy* at: <https://www.acbt.net/policies>

Assessments	Week	Weighting
Mid-Term Test	6	20%
Tutorial Exercises / Participation		10%
Essay Assignment	08	30%
Final Exam	13	40%

In order to pass this unit, students must gain a minimum aggregate score of 50 marks, at least 20 marks of which must be scored in the final exam, i.e., **students who fail to gain at least 50% in the final exam will be deemed to have failed the unit.**

Disability Standards for Education (Commonwealth 2005)

For the purposes of considering a request for *Reasonable Adjustments* under the Disability Standards for Education (Commonwealth 2005), inherent requirements for this subject are articulated in the Unit Description, Learning Outcomes, Graduate Attributes and Assessment Requirements of this entry. ECC will provide support (within the limits of *reasonable adjustment*) to those with special requirements. For further information regarding support for students with disabilities or medical conditions please contact the Senior Deputy Principal or nominee